



Vaccine Spoilage Checklist

In the event vaccines are not stored at recommended temperatures, follow this checklist to guide you through the process of determining if vaccines are spoiled.

- ☐ Make sure the **refrigerator/freezer is working properly**, is plugged in, and the door is shut.
- ☐ **Refrigerate vaccines at appropriate temperatures immediately**, even if you think they are spoiled. Move the vaccine to a unit that is working properly, if necessary. Follow the *Packaging Vaccines for Transport* guidelines to transfer them to a new location or for temporary storage at your clinic.
- ☐ Follow your clinic's **Emergency Vaccine Handling Plan**.
- ☐ **Mark the potentially spoiled vaccine** so that it can be easily identified and **DO NOT USE**. This will reduce the need to re-vaccinate individuals that may be given potentially spoiled vaccines.
- ☐ Complete the **Emergency Response Worksheet** to contact the manufacturers to confirm spoilage.

Vaccines are confirmed spoiled:

- ☐ Do not throw out the spoiled vaccines.
- ☐ Notify the Utah VFC Program at (801) 538-9450.
- ☐ Complete the **Vaccine Return and Transfer Form**.
- ☐ Attach the completed **Emergency Response Worksheet**.
- ☐ Write a **Summary Report** of the events that led to the loss and attach it to the *Vaccine Return and Transfer Form*. Include in this report a future **Plan of Action** to prevent the incident from reoccurring.
- ☐ If it was a refrigerator failure/malfunction, add the following pages:
 1. **Temperature Log** of recorded temperature checks for the week prior to the refrigerator failure.
 2. A copy of your clinic's **Emergency Vaccine Handling Plan**.
 3. **Date** of completed refrigerator repairs.
 4. **Temperature Log** of recorded temperature checks for one week after the repair or new purchase.
- ☐ Package the spoiled vaccines in a padded envelope or box (no ice needed), enclose the above documents and mail to the Utah VFC Program via:

US Mail:

Utah Department of Health
Immunization Program
P.O. Box 142001
Salt Lake City, UT 84114-2001

OR

UPS/Fed Ex:

Utah Department of Health
Immunization Program
288 North 1460 West
Salt Lake City, UT 84116

The above steps must be completed before future VFC vaccine orders will be filled. You may be required to complete additional training in vaccine storage and handling.